

Job Description- HLTA

1. Purpose of the Role

- To work collaboratively with teachers to organise, deliver and support high-quality teaching and learning across the school.
- To plan, prepare and deliver learning activities for individuals, groups, and whole classes under the direction of a qualified teacher.
- To contribute to raising standards of attainment, promoting independence, and supporting pupils' social, emotional, and academic development.

2. Key Responsibilities

Teaching & Learning

- Deliver agreed learning activities for individuals, small groups, or whole classes.
- Use detailed knowledge and specialist skills to support and progress pupils' learning.
- Adjust and adapt activities in response to pupil needs, ensuring accessibility and challenge for all learners.
- Provide PPA cover and short-term whole-class supervision as required (planning provided).
- Support pupils in accessing the curriculum, developing independence, and experiencing success.

Assessment & Feedback

- Assess, record and report on pupils' development, progress, and attainment.
- Provide constructive feedback to pupils and contribute to teacher assessments.
- Support the identification of next steps in learning.

Pastoral & Inclusion

- Work with the SENCo to deliver targeted interventions, including English, phonics, reading, and maths.
- Promote positive behaviour and implement school behaviour policies consistently.
- Foster pupils' self-esteem, resilience, and social inclusion.

Professional Collaboration

- Liaise with teachers, support staff, and external professionals to share information and ensure continuity of provision.
- Contribute to planning meetings, pupil progress discussions, and staff training as appropriate.
- Maintain confidentiality and uphold safeguarding responsibilities at all times.

General Duties

- Prepare resources, maintain learning environments, and support the organisation of classroom activities.
- Supervise pupils during transitions, breaks, and off-site activities as required.

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- Undertake any other duties consistent with the role and grade.

